

U.S. MARINE CORPS TECHNICAL MANUAL

QUALITY ASSURANCE CERTIFICATION MANUAL FOR MARINE CORPS
UNIFORM ITEMS AND ACCESSORIES

QUALITY ASSURANCE CERTIFICATION PROGRAM



MARINE CORPS SYSTEMS COMMAND
QUANTICO, VA 22134-5010

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**JAN 2004
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UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER STREET
QUANTICO, VA 22134-5010

IN REPLY REFER TO:

29 Jan 2004

Marine Corps Certification Manual is effective upon receipt.

BY DIRECTION OF THE COMMANDING GENERAL, MARCORSYSCOM

OFFICIAL

A handwritten signature in black ink, appearing to read "G.R. Patricio", is located below the "OFFICIAL" stamp.

G.R. PATRICIO, LTCOL USMC
Program Manager, Infantry Combat Equipment (ICE)
Marine Corps Systems Command
Quantico, Virginia

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CERTIFICATION OVERVIEW

I. Background

The Marine Corps Certification Program has been established to ensure that items manufactured for sale, through the Marine Corps Exchange and other Services System, Military Clothing Sales Stores, designated Retail Clothing Outlets, and/or directly to individual Marines as Marine Corps uniform items and accessories, conform to Marine Corps requirements and standards.

II. Purpose

To inform interested parties of established procedures to obtain certification for Marine Corps uniform items and accessories. These items can be found in the Marine Corps Uniform Regulation (MCO P1020.34G). This regulation can be viewed on the Marine Corps Uniform Board website <http://www.marcorsyscom.usmc.mil/sites/mcub/>.

Re-certification is required of all vendors and manufacturers. End item manufacturers are re-certified every three years. Fabric manufacturers are re-certified every five years. This manual can be found at <http://www.marcorsyscom.usmc.mil/sites/mcub/> for reference.

Copies may also be obtained by contacting the Certification Project Officer at (703) 432-3313.

III. Certification Process

1. Submission Process-Garments and Accessories

a. Complete the Manufacturer's Application for Certification [MAC] form and submit with two samples to:

MARINE CORPS SYSTEMS COMMAND
ATTN: CERTIFICATION PROJECT OFFICER
PM INFANTRY COMBAT EQUIPMENT (PM ICE)
2200 LESTER STREET
QUANTICO, VA 22134-5010
PHONE: (703) 432-3320

Some items may require more than two samples for appropriate testing as outlined in the specification. The PM office will contact the vendor and/or manufacturer if more than two samples are required.

b. Sample sizes required are:

| Items | Men's | Women's |
|--------------------------|-----------------------------|---------|
| Uniform coats | 42 Reg | 10 |
| Trousers, slacks, skirts | 36 Reg | 10 |
| Shirts | 15 ½ neck; 33 sleeve (s/s) | 34 |
| Headwear | 7 | 22 |
| Outerwear | 42 Reg | 12 Reg |
| Shoe | 10 Reg | 6 Reg |
| Boot | 10 Reg | 6 Reg |

*NOTE: Manufacturers are not authorized to make modifications on the existing patterns and/or specification. If modifications are needed, the manufacturer must notify the Marine Corps and submit an official request to make the modifications. The Marine Corps will review a manufacturer's request and will provide an official response before any pattern may be modified.

c. Prime manufacturers and vendors must notify Marine Corps Systems Command, ICE Certification Project Officer by letter when vendors change prime manufacturers on previously approved items and must resubmit items for certification from the new manufacturer. Prime manufacturers and vendors must likewise notify Marine Corps Systems Command, ICE Certification Project Officer by letter when vendors change sub manufacturers on previously approved items and must also resubmit items for certification from the new sub contractor.

2. Submission Process- Textiles

a. Complete the Manufacturer's Application for Certification [MAC] form and submit with a two linear yard sample to:

MARINE CORPS SYSTEMS COMMAND
ATTN: CERTIFICATION PROJECT OFFICER
PM INFANTRY COMBAT EQUIPMENT (PM ICE)
2200 LESTER STREET
QUANTICO, VA 22134-5010
PHONE: (703) 432-3320

b. Prime manufacturers and vendors must notify Marine Corps Systems Command, ICE Certification Project Officer by letter when vendors change prime manufacturers on previously approved items and must resubmit items for certification from the new manufacturer. Prime manufacturers and vendors must likewise notify Marine Corps Systems Command, ICE Certification Project Officer by letter when vendors change sub manufacturers on previously approved items and must also resubmit items for certification from the new sub contractor.

3. Sample Approval

a. An approval letter will be sent to the certification source, accompanied by one tagged sample. The remaining samples will be tagged and retained by this Command for future reference.

b. A certification tag, identifying the item, certified source, and an assigned USMC Approved Certification Number will be attached to each of the certified samples submitted. The approved certification number is unique to each manufacturer and its associated subcontractors. All approved certification numbers are site specific for each geographic location meaning each manufacturing site must have its own approved certification number. (Company XYZ East must have a different certification number from Company XYZ West).

c. Once approved for certification, a description of the item along with the assigned certification number will be published in the Marine Corps Certified Source List.

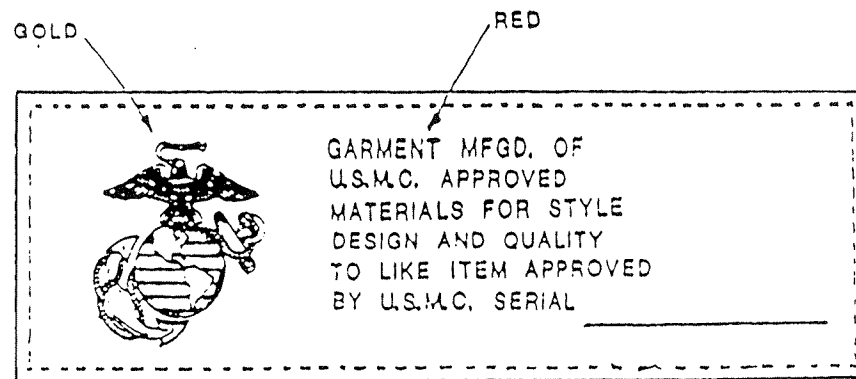
4. Sample Rejection

a. If an item is rejected, the manufacturer will be notified and will be requested to resubmit the item with necessary modifications and corrections within 45 days of rejection notification. Rejection of an item is normally, but not always, restricted for non-compliance with Marine Corps specifications. A Specification Requirement will supercede any approved certified sample.

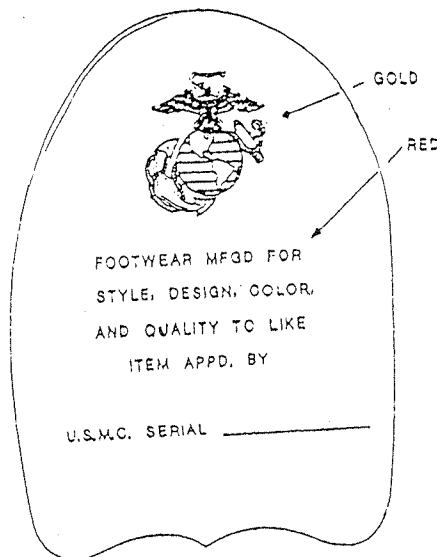
IV. Identification of Approved Items

a. All uniforms and accessory samples that have received the certification of the Marine Corps must continually conform to the sample submitted and approved. In order to protect both the manufacturer and the individual purchaser, the Marine Corps has adopted the use of certification identification as follows:

b. Uniform Clothing Items. A label will be sewn in uniforms manufactured under a letter of certification bearing the legend "Garment manufactured of U.S.M.C. approved materials for style, design, and quality to like item approved by U.S.M.C. Serial number." It will also include an additional label with lot number and date of manufacturing. A care label must be attached to all uniform clothing, with instructions on the care and maintenance of the approved item.



c. Uniform Footwear Items. A heel pad will be attached to Marine Corps Uniform Footwear manufactured under a letter of approval bearing the legend "Footwear manufactured for style, design, color, and quality to like item." "The approved heel pad as illustrated below will be attached to the inside of the right shoe/boot and may be in both shoes at convenience of manufacturer.



d. Uniform Accessories – Metal – Leather – Vinyl – Plastic Items. An approved USMC Serial Number will be stamped on the reverse side of metal items and certain leather, vinyl, and plastic items manufactured under a letter of approval bearing the legend “USMC approved Serial Number.” The following illustrates the approved legend:

USMC APPD SER NR _____

e. Uniform Materials. Each type, color, and weight of fabric has a different Marine Corps identification number and the manufacturer is assigned a different serial number in each instance. Where manufacturers are granted approval on more than one fabric, a different transfer is required for each fabric carrying the serial number assigned for that fabric. A transfer will be placed on the reverse side of all outer uniform materials manufactured under a letter of approval. This transfer will contain the type of fabric, color shade and textile manufacturer’s approval number as assigned by the Marine Corps. Where the material is 50-inches wide or more, the transfer will be placed at intervals of 18-inches about 15 inches in from selvages and staggered on both sides, 36-inches apart. On materials that are less than 50-inches wide, the transfer shall be placed in the approximate center of the fabric at intervals on 18-inches. The following drawing will illustrate the approved USMC transfer:



f. Location of Labels – Transfer – Stamps. It is mandatory that the serial number under which each specific item is approved, and which is noted on the face of the approval tag, be stamped or otherwise placed on the manufacturer’s identification tag in each like garment. To avoid confusion, labels, transfers, or stamped approval serial numbers shall be placed in accordance to the specific item. Refer to Enclosure (4) for location.

V. Re-certification/Quality Assurance Inspections

a. Re-certification for clothing and footwear will be conducted every three years. Accessories are re-certified every five years. Textile manufacturers are required to re-certify every three years. Product managers will communicate with manufacturers to set up the re-

certification. Re-certification and Quality Assurance Inspections will be conducted as follows:

b. End Item Inspections. The Marine Corps reserves the right to request garments and/or accessories from any certified manufacturer. Sample submittal allows the Product Manager to evaluate and verify items against USMC standards and requirements. After inspection, samples will be returned to the manufacturer with an inspection report. Quality Assurance samples submitted for re-certification will be tagged and maintained as described in Certification Process paragraph 3a.

c. Plant Inspections. Inspections of plants and warehouses of all certified manufacturers will take place a minimum of every 3 years or as needed. The purpose of this inspection is for Marine Corps Systems Command; ICE Clothing Team personnel to ensure that certified items meet the certification requirements set forth by the Marine Corps. During the plant inspection, manufacturers will be required to produce their tagged sample. In order to schedule these inspections at the appropriate time, all manufacturers are asked to submit the Manufacturer Monthly Production form [Encl (3)] to Marine Corps Systems Command ICE Clothing Team monthly using the address in paragraph 1a. All products produced for Marine Corps Systems Command, ICE Clothing Design are subject to an on site inspection by Marine Corps personnel. Inspections will review the following:

- (1) Basic materials used in fabrication
- (2) Production techniques
- (3) Review of on sight quality assurance reports
- (4) Items in process
- (5) Random inspection of end items

d. MCX Inspections. Vendor inspections will consist of scheduled inspections as well as unscheduled spot inspections. Inspections will review the following:

- (1) Quality of merchandise inventory
- (2) Shelf life
- (3) Verify item certification numbers

e. After the inspection is completed, a detailed report will be provided to the vendor for review. The report will outline discrepancies along with recommended corrective action and re-inspection dates as necessary. Manufacturers and vendors will be notified of defective items found during the inspection and will be required to correct any problems after *receipt of notification*.

VI. Revocation of Certification

a. The Marine Corps reserves the right to revoke certification from any certified manufacturer or vendor if the certificate holder violates any conditions of their certification. Violations include, but are not limited to:

- (1) Use of non-certified fabrics.
- (2) Component materials (linings, interfacings etc.) or parts not equivalent to certified sample.
- (3) Non-conformance to patterns and specifications
- (4) Labeling requirements not meeting certification standards.

- (5) Failure to submit items for re-certification after proper notification.
- (6) Failure of prime manufacturer to advise Marine Corps Systems Command Clothing Team personnel of changes in manufacturing facilities or subcontractor facilities or ownership.
- (7) Failure to allow Marine Corps or Department of Navy personnel Clothing Team personnel access to manufacturing or warehouse facilities of prime contractors and/or subcontractors for inspection purposes.

b. Revocation Procedure

- (1) Notice of first violation will be given to manufacturer in writing, and will constitute a warning. The contractor will have the opportunity to respond in writing within 30 days indicating:
 - (a) Action taken to rectify problems
 - (b) When corrected products can be inspected.
- (2) Subsequent violation of the same infractions may be grounds for revocation of manufacturer certification.
 - (a) A listing of manufacturers with revoked certifications will be forwarded to all Marine Corps Exchanges and will be removed from the Marine Corps Certified Sources List.

VII. Sources Listing

a. The Marine Corps Certified Sources List is published by the Marine Corps Systems Command Clothing Team and will be used by the individual exchanges as an ordering reference. Individual exchange orders are placed directly to the approved sources. Sales representatives and the use of brochures/flyers may be used to contact each exchange as required. The Marine Corps Exchanges at Quantico, VA; Camp Lejeune, NC; and Camp Pendleton, CA, stock a full range of male uniform items with Quantico being the only full range source for female uniform items. All exchanges stock men's and women's shirts and accessory items. Additional uniform items may be stocked at the other exchanges based on demand. The point of contact for selling items through the Marine Corps Exchange is:

Marine Corps Community Services (MCCS)
Quantico, Virginia 22134-5000
Commercial: (703) 784-6332

- b. See Enclosure (5) for a full list of approved Marine Corps Sources.

Pattern and Specification Request Form

| Manufacturer Information |
|--------------------------|
| Date of Request: |
| Company Name: |
| Address: |
| Phone: |
| Point Of Contact: |
| Phone: |
| Email: |

| Pattern Request Information |
|--|
| Pattern Item Requested: |
| Specification Number: |
| Item Size: |
| Type of pattern: Electronic* or Paper |
| Nest: Partial or Full |
| System: Lectra CAD or Micromark |
| Type of System: |
| Version: |
| Initial Pattern Request: YES / NO |
| |
| |
| |

* Requests take 2-4 weeks to process

Encl (1)

Manufacturer's Application for Certification

Manufacturer's information

| | | | | | | | |
|---|--|----------------|--|----------------------|--|------------|--|
| Your company's Name | | Address | | Phone | | Fax | |
| | | | | | | | |
| Your Primary point of contact's Name | | Phone | | Email address | | | |

Item information

Please complete this form for each sample and if manufactured at different sites please complete this form for each site

| | | | | | |
|--|--------|---|--------|---|---|
| What is the item for certification? | | How many samples are you submitting (minimum 3 samples required) | | Specification number from which the sample(s) was produced | |
| Is this your initial certification? | YES/NO | Is this a re-certification? | YES/NO | If this is a re-certification, please provide the date and the certification number of your last certification | Date of last certification Past certification number |

Certification of Fabric Sample

Please complete this form for each sample and if manufactured at different sites please complete this form for each site

| | | | | | |
|------------------------------------|--|---|--------|-------------------------------|--|
| What is the fabric content? | | Has testing been done on the fabric? | YES/NO | Results: DURABILITY | |
| Results: FLAMMABILITY | | Results: SHADE | | Results: COLORFASTNESS | |

Manufacturing Site information Certification is site specific

| | |
|---|--|
| Where was this sample manufactured? | City: _____ State: _____ |
| Name of company who manufactured this item | _____ |
| Is this a subcontractor to your company? | YES /NO |
| What is the mailing address where manufactured? | _____ |
| Who is the primary point of contact at this site? | _____ |
| What is the primary point of contact's phone number? | _____ |

The undersigned certifies that the items discussed in this document have been reviewed and understood. Furthermore the undersigned agrees to comply with the rules and regulations associated with and governing the Marine Corps Certification Program.

Signature : _____

Date _____

Encl (2)

Submit monthly to:

DATE:

VENDOR: _____

POC: _____ TEL #: _____ EMAIL: _____

[illegible]

Location of Labels-Transfer-Stamps

- A. AIGUILLETES: Reverse side stamp or attach label in center.
- B. BAND, MORNING: Reverse side near outer edge.
- C. BELTS FOR COAR (CLOTH): Reverse side 4-inches from the buckle.
- D. BELTS, WEB FOR TROUSERS: Reverse side stamp at buckle end.
- E. BUCKLES: Reverse side stamped.
- F. BUTTONS: Reverse side stamped.
- G. CAP – SERVICE – GARRISON: Sweatband, reverse side, right of center back seam.
- H. CHIN STAP: Reverse side stamped.
- I. CLOAK: Inside at top of center back seam near collar.
- J. COAT – JACKET: Inside breast pocket on top of facing adjacent to front canvas.
- K. COLLAR: Inside stamped with indelible ink.
- L. COVER CAP: Side panel centered on back seam.
- M. CUMMERBUND: Reverse side near the front.
- N. FRAME CAP: Stamped or label at inside rear of headband.
- O. FROG: Reverse side stamped.
- P. GLOVES: Inside the wrists, palm side, parallel to edge, inserted in seam.
- Q. INSIGNIA – BADGE – ORNAMENTS: Reverse side stamped.
- R. KNOT FOR SWORD: Tie label to item.
- S. LINER FOR COAT: Inside at top centered on back seam.
- T. LINKED, CUFF: Reverse side of crown.
- U. NAME TAG: Reverse side stamped.
- V. NECKTIE: Reverse side, large end, top of fold.
- W. PURSE – HANDBAGS: Insert in side seam at top with label.
- X. RAINCOAT: Right front facing.
- Y. RIBBON BARS: Reverse side stamped.
- Z. SHIRT, Polyester/Wool: Inside yoke, center back, below Manufacturer's label.
- AA. SHIRT, Polyester/Cotton: Inside waistband 3-inches from placket.
- BB. SLING, SHOULDER, WEB FOR SWORD: Sewed to reverse side.
- CC. SLING, SWORD, Leather: Stamped on reverse side.
- DD. SOCKS: Printed on insole with indelible ink.
- EE. STRIPES, TROUSERS: Printed reverse side with indelible ink.
- FF. STUDS FOR SHIRT: Stamped on reverse side.
- GG. SWORD AND SCABBARD: Directly beneath manufacturer's trade name on upper right side of blade of sword.
- HH. TIE,BOW: Tie Label to item.
- II. TIE CLASP: Reverse side of bar stamped
- JJ. TROUSERS: On top of right pocket lining.

Encl (4)

LIST OF DOMESTIC MARINE CORPS EXCHANGES

Marine Corps Exchange
Marine Corps Base
Box 555020
Camp Pendleton, CA 92055-5020
8150
(760) 725-6305
FAX (760) 385-0446
DSN 365-6305

Marine Corps Exchange
Marine Corps Base
Bldg 895
Camp Lejeune, NC 28547-2539
(910) 451-2434/35
FAX (910) 451-3355
DSN 751-2434

Marine Corps Exchange
MCCDC
P. O. Box 229
Quantico, VA 22134-5003
(703) 640-8800
FAX (703) 640-6708

Marine Corp Exchange
Marine Corps Recruit Depot/WRR
3800 Chosin Ave
San Diego, CA 92140-5196
(619) 297-2500
FAX (619) 543-9025

Marine Corps Exchange
Marine Corps Recruit Depot/ERR
Bldg 202
P. O. Box 5100
Parris Island, SC 29905-3301
(843) 525-3301
FAX (843) 525-2872
DSN 832-3301

Marine Corps Air-Ground
Combat Center
Box 788150
Twenty-nine Palms, CA 92278-
(760) 830-6163
FAX (760) 830-7239
DSN 957-6163

Marine Corps Exchange
Marine Corps Air Station
Bldg 400
Cherry Point, NC 28533-5003
(252) 447-7041
FAX (252) 447-2922

Marine Corps Exchange
HQBN, HQMC Henderson Hall
P. O. Box 4009
Arlington, VA 22204-4009
(703) 979-8420
FAX (703) 979-0972
DSN 224-8420

Encl (5)

Marine Corps Exchange
Marine Corps Air Station
Box 99115
Yuma, AZ 85369-9119
(520) 341-2295
FAX (502) 344-1902
DSN 951-2363

Marine Corps Exchange
MCAS MIRMAR
San Diego, CA 92145
(858) 695-7203
FAX (858) 577-4122

Marine Corps Exchange
Camp Elmore
1251 Yalu Street
U.S. Marine Corps
Norfolk, VA 23515-4693
(757) 423-1187
FAX (757) 423-2056
DSN 565-1187

Marine Corps Exchange
Marine Corps Logistics Base
814 Radford Blvd. Bldg. 7500
Albany, GA 31704-1128
(229) 888-6801
FAX (229) 439-0324
DSN 567-5189

Marine Corps Exchange
Marine Corps Air Station
Bldg 408
Beaufort, SC 29904-5003
(843) 522-7888
FAX (843) 522-7077
DSN 335-7888

Marine Corps Exchange
Marine Corps Logistics Base
Bldg. 44
Barstow, CA 92311-5003
(760) 256-8974
FAX (760) 256-7027
DSN 282-8974

Encl (5)

LIST OF OVERSEAS MARINE CORPS EXCHANGES

Marine Corps Exchange
Marine Corps Air Station
Bldg. 1404, Box 63073
Kaneohe Bay, HI 96863-5018
(808) 254-7515
FAX (808) 254-7508

Marine Corps Exchange
Marine Corps Air Station
PSC 561 Box 1866
FPO AP 96310-0029
*011-81-6117-53-5641
FAX 011-81-827-21-7363
DSN 253-4017
(Iwakuni, Japan)

*Direct Dial Line to Overseas Exchange

Encl (5)

OTHER MILITARY EXCHANGE SOURCES

NEXCOM

Navy Uniform Support Center
1545 Crossways Blvd.
Chesapeake, VA 23320
(800) 368-4088
FAX (757) 420-5675

AAFES

AAFES Headquarters
Outside Uniform Sales
(214) 312-3927
DSN 967-3927

Aberdeen PG Exchange
(410) 272-1312
DSN 298-3225
BLDG 2478
Aberdeen MD 21005

Ft Meade Exchange
(301) 621-7185
DSN 622-2592
392 Llewellyn Ave
Ft Meade MD 20755

Ft Myer Exchange
(703) 696-7196
DSN 426-3515
204 Lee Ave Bldg 313
Ft Myer VA 22211

Ft Gordon Exchange
Bldg 35203 Third Ave
Ft Gordon GA 30905
(706) 793-2315
DSN 780-7232

Dobbins Exchange
Bldg 81 Halsey Avenue
Marietta GA 30060
770-428-4711
DSN 625-6871

Macdill Exchange
3108 N. Boundary Blvd
Bldg 926B
Macdill AFB FL 33608
813-828-3005
DSN 968-3005

Ft Hamilton Exchange
General Lee Ave
Bldg 123
Brooklyn NY 11252
(718) 748-3440 ext 28
DSN 232-4315

Selfridge Exchange
Bldg 835
Selfridge Base MI 48045
(586) 307-4427
DSN 273-4427

Ft Leonard Wood Exchange
Bldg 493
Ft Leonard Wood MO 65473
(573) 596 1502
DSN 581-1502

Lackland Exchange
1520 Kirtland Ave
Bldg 6659
San Antonio TX 78236
(210) 674-0190
DSN 473-3401

Goodfellow Exchange
130 Valiant St
Bldg 222
Goodfellow AFB TX 76908
(915) 654-3360
DSN 477-3360

Ft Bliss Exchange
Bldg 1611 Marshall Rd
Ft Bliss TX 79908
(915) 568-2880
DSN 978-2880

Ft Sill Exchange
Macomb Rd Bldg 1802
Ft Sill OK 73503
(580) 248-3820
DSN 639-5007

Nellis Exchange
5691 Rickenbacker Rd Bldg 431
Nellis AFB NV 89191
(702) 643-3526
DSN 682-5933

Edwards Exchange
240 W Fitzgerald Bldg 6001
Edwards AFB CA 93524
(661) 258-1078 EXT 218
DSN 527-8136

Presidio of Monterey
Mason Rd Bldg 6600 Andrews Ave
Presidio of Monterey CA 93944
(831) 647-9602
DSN 768-5534

Ft Lewis Exchange
Bldg 2202
Ft Lewis WA 98483
(253) 964-3966
DSN 357-2708

Elmendorf Exchange
5800 Westover
Elmendorf AFB AK 99506
(907) 753-1247 ext 287
DSN 317 552-5427

Yongsan Korea Exchange
Unit 15555 Capitol Exchange
Bldg S1447
APO-AP 96205-9997
02-7913-2078
DSN 723-2078

Misawa Exchange
Unit 5045 Bldg 429
APO-AP 96319-9998
011-81-311-772-8709
DSN 226-2128

Camp Foster Exchange
Unit 35163 Bldg 1262
APO-AP 96378-9998
011-81-6117-45-3116
DSN 315 645-3116

Camp Schwab Exchange
Unit 35163 Bldg 3538
APO-AP 96378-9998
011-81-6117-45-3511
DSN 315 645-3116

Camp Kinser Exchange
Unit 35163 PO Box 1266
APO-AP 96378-9998
011-81-6117-37-3405
DSN 637-3405

Camp Hansen Exchange
Unit 35163 Bldg 2384
APO-AP 96378-9998
011-81-6117-23-5088
DSN 623-5088

Glossary

| | |
|--------------------------|--|
| Certification: | The process by which an item (i.e. garment, accessory) is approved for manufacture and distribution |
| Prime Contractor: | The entity with whom an agent of the United States entered into a prime contract for the purposes of obtaining supplies, materials, equipment, or services of any kind. |
| Product Manager: | Assigned USMC personnel responsible for the R&D, Life Cycle management and quality of that product. |
| Subcontract: | A contract or contractual action entered into by a prime contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services under a prime contract. |
| Subcontractor: | A contractor who enters into a contract with a prime contractor. |
| Vendor: | An individual, partnership, corporation, or other activity which sells property to the military establishment. A vendor may supply a government contractor. |